

# MontCAS

Montana Comprehensive Assessment System

## NCSC Alternate Assessment

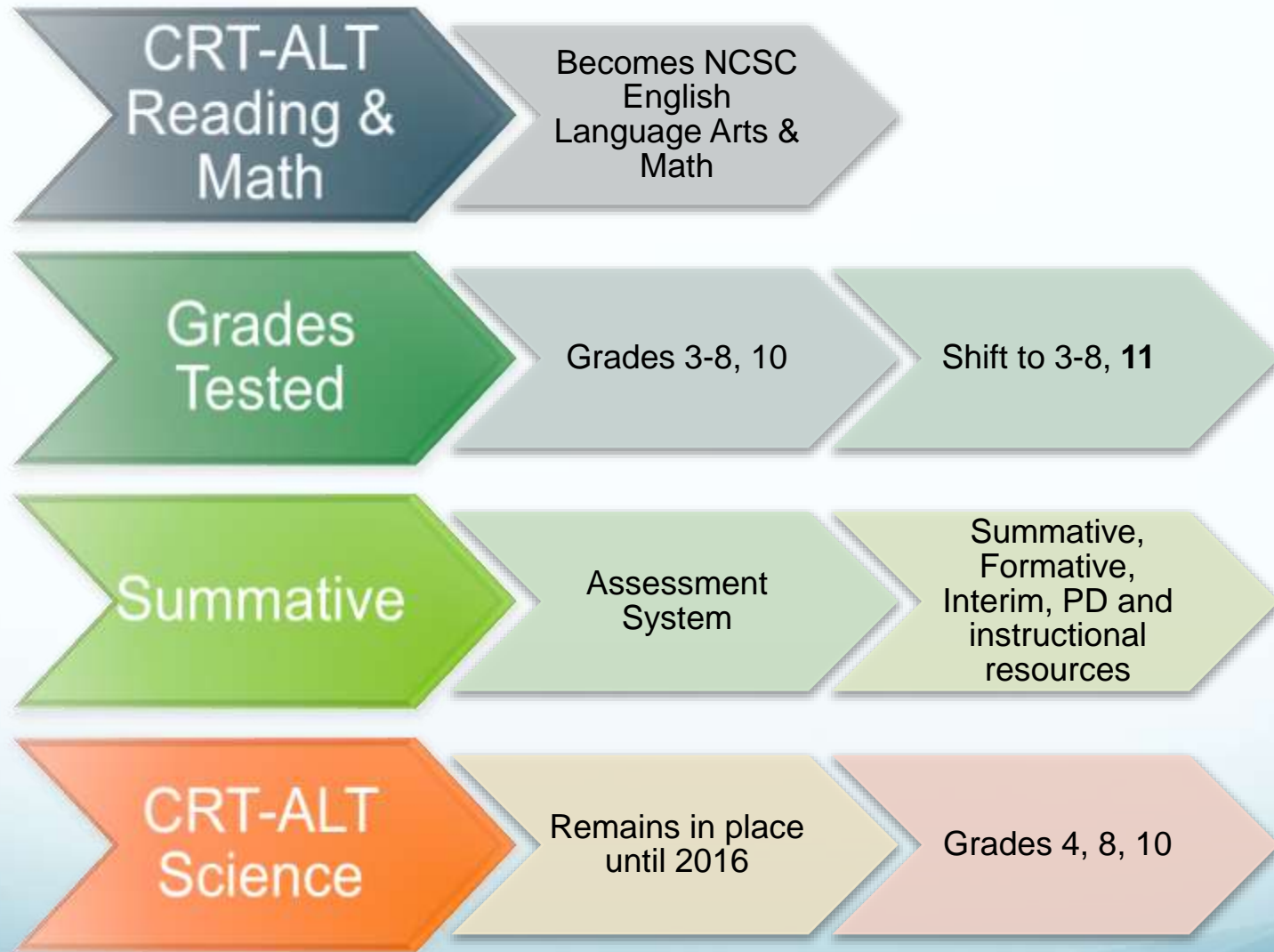
Test Administration Training  
Yvonne Field, Assessment Specialist  
2015 Assessment Conference



# Objectives

- Participants will be able to:
  - Describe the NCSC Alternate Assessment
  - Maintain Test Integrity
  - Describe the criteria for participation in the NCSC Alternate Assessment
  - Identify and Describe the Assessment Features and Accommodations available to students who participate in the NCSC Alternate Assessment
  - Administer the NCSC Alternate Assessment
  - Identify Resources and Documents on the WIDA and NCSC websites

# Alternate Assessment Transitions:



# NCSC: A Comprehensive Model

## CREATE

- and implement professional development modules and curriculum/instruction resources, including formative assessment strategies and progress monitoring tools

## BUILD

- an alternate assessment aligned to the common core state standards for students with the most significant cognitive disabilities

## GOAL

- is to ensure that students with the most significant cognitive disabilities achieve increasingly higher academic outcomes and leave high school ready for post-secondary options

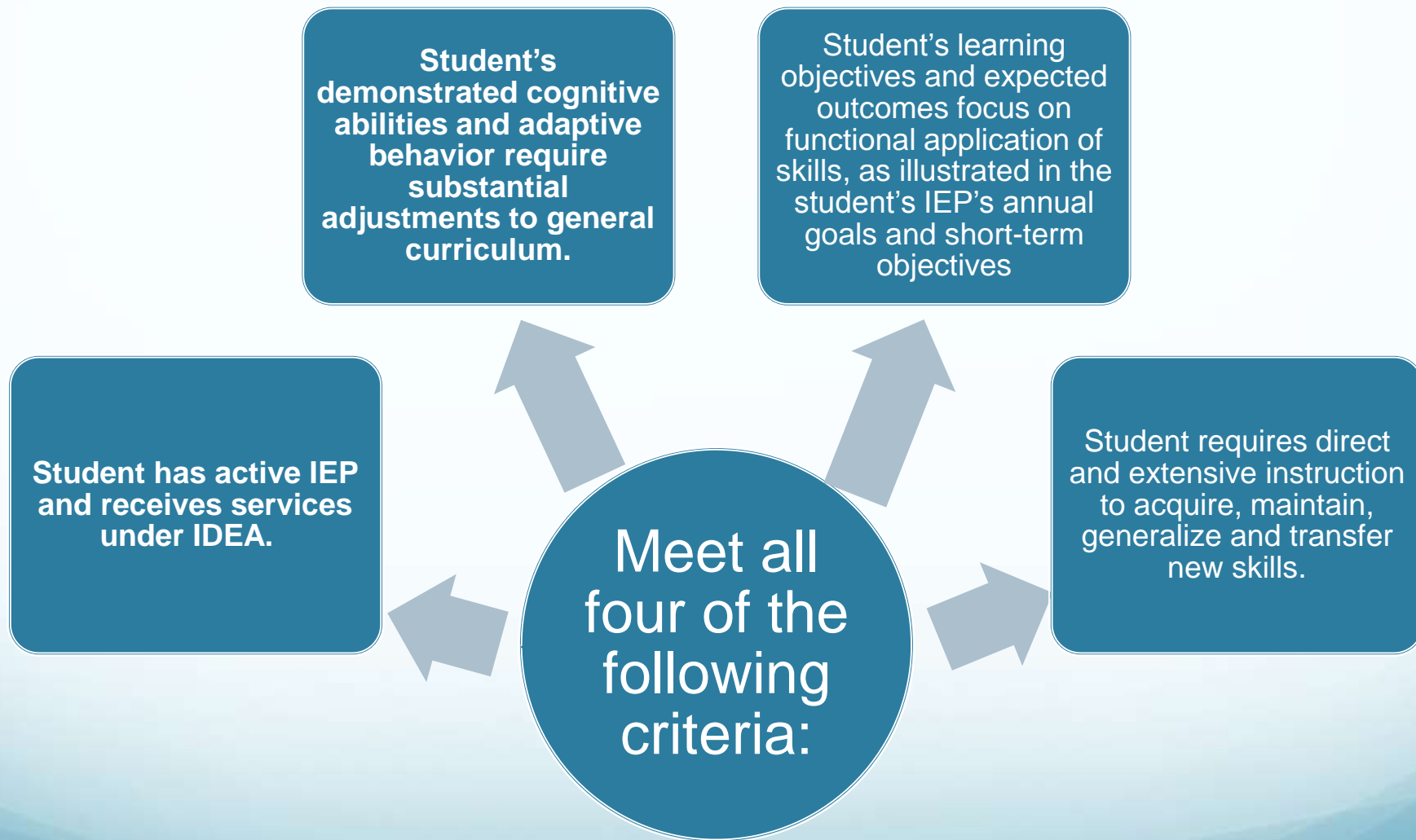
# NCSC Alternate Timeline

Date	Activity
January 23, 2015	Deadline to update electronic IEP in AIM for registration Alternate Assessment Box must be checked
February 2-February 13, 2015	OPI Uploads Student Enrollment File
February 17 to March 2, 2015	User Enrollment OPI will upload System Test Coordinators STCs will upload Test Administrators
March 9-May 15, 2015	Test Administrator and Test Coordinator Online Training Available-Certification Required to access the test administration portal.
March 30-May 15, 2015	Test Administration Window

# Participation Criteria



# Montana Criteria for Participation in Alternate Assessments



# Eligibility May Not Be Based on any of the Following

- Excessive or extended absence;
- Disability category;
- Social, cultural or economic difference;
- The amount of time receiving special education services; and
- Academic Achievement significantly lower than his or her same age peers.



# Other Participation Information:

- Grades 3-8 and 11
- Montana Accredited Schools
- Not included in participation
  - First year in United States school LEP students do not participate in the ELA
  - Home school students
  - Private non-accredited schools
  - Treatment Centers and Correctional Facilities
    - Part time enrolled students test in resident school
  - Correctional Facilities
  - Montana Youth Challenge Academy
  - Job Corps

# Alternate Assessment Registration



# Alternate Assessment Registration

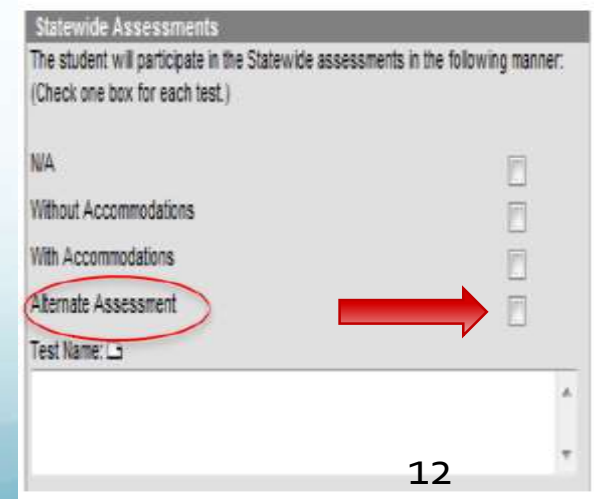
- A new streamlined registration process:
  - Why?
    - Because we have two alternate assessments
    - OPI has worked to streamline the registration process
- MontCAS Alternate Assessments:
  - Science CRT-Alt
    - Grades 4, 8, 10
  - NCSC Alternate (ELA and math)
    - 3-8, 11



# Directions

- If you have a student who is eligible to take an alternate assessment and you have marked the Alternate Assessment checkbox under the Statewide Assessments editor of the student's current locked IEP in your AIM system, your student will have already been counted as eligible for the Alternate Assessment.
- If you did not mark this box, and a new IEP will not be written before January 23, 2015, you will need to create an amendment on the current locked IEP in the AIM system and check the Alternate Assessment box.
- Please make sure your student's current IEP is locked in the AIM system as we are unable to extract the Statewide Assessments information on IEPs and/or amendments that are unlocked.
- And, please make certain that box is checked by **January 23, 2015** to ensure your alternate assessment students are registered.

**Registration  
Deadline:  
January 23,  
2015**



Statewide Assessments

The student will participate in the Statewide assessments in the following manner:  
(Check one box for each test.)

N/A ☐

Without Accommodations ☐

With Accommodations ☐

**Alternate Assessment** ☒

Test Name:

## NOTES:

- If you already registered students for the Science CRT-Alt on the Measured Progress secure site, you still need to follow the process described above have the Alternate Assessment box in each student's IEP checked.
- 2. If students eligible for an alternate assessment enroll after January 23, please contact Judy Snow.

## NEED ASSISTANCE?

- If you are unsure how to create an amendment, please contact Mary Graff with the Data & Accountability Unit of the Special Education Division:
- Contact Information
  - [mgraff@mt.gov](mailto:mgraff@mt.gov) or 406-444-0685.
  - Mary will be on vacation from Friday, December 19, through Friday, January 2, 2015, but will check e-mail often.
  - Alternately, contact Anne Rainey at 406-444-4430 or [arainey@mt.gov](mailto:arainey@mt.gov) .

# Module 1: Responsibilities of TAs and TCs

<https://teachers-ncscpartners.ctb.com>



# System Test Coordinator Responsibilities

- Complete System Test Coordinator trainings
- Oversee the NCSC Alternate at the district level
- Sign and submit state specific security agreements
- Maintain security of the test and report any irregularities to the Office of Public Instruction
- Work with Administration and Technology personnel to ensure that resources are in place for successful administration of the NCSC Alternate
- Support Test Administrators and ensure that they have received the appropriate training.

# Test Administrator Responsibilities

- Who Can be a TA?
  - Certified and licensed educators familiar with the student
  - Usually the student's special education teacher.
- TAs must complete the NCSC Test Administration Training
  - Pass the End of Training quiz with minimum of 80% accuracy score.
- Sign and submit state specific security agreements
- Maintain security of the test and report any irregularities to the system test coordinator
- Administer the NCSC Alternate Assessment including preparation of test materials and pre-assessment documentation prior to testing



# Module 2

Test Description; Test Integrity



# Test Description

- ELA
  - Reading
  - Writing
- Mathematics
- Aligned to the prioritized and simplified CCSS called the Core Content Connectors
  - About 10 prioritized CCCs per grade level and content area will be test
- Item Types
  - Selected Response, Constructed Response (mathematics and writing), open response (Reading Foundational Items)

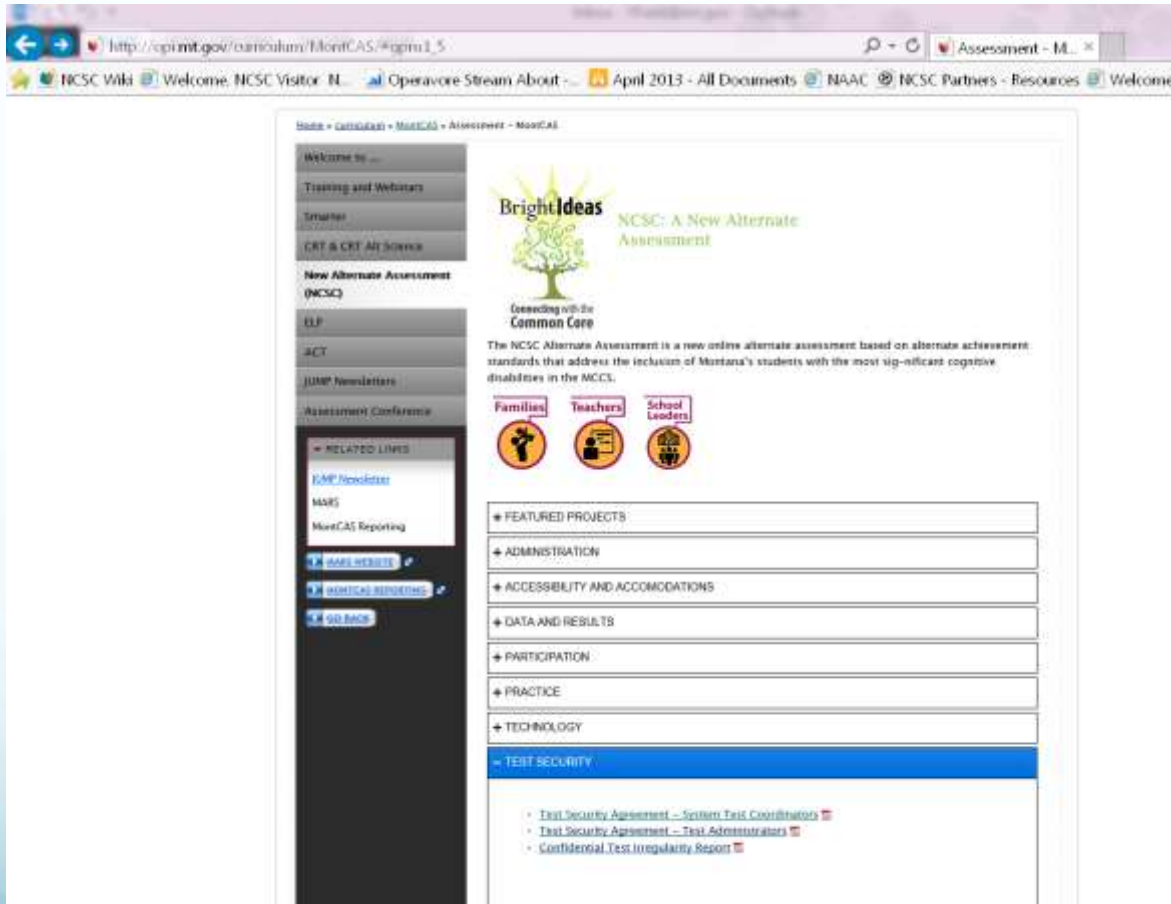
# Test Administration Documents

- Test Administration Manual
- Directions for Test Administration
- NCSC Assessment System User Guide
  - For TAs
  - For TCs

# Test Integrity



# Security Agreements



## Two Agreements:

- System Test Coordinators
- Test Administrators
- [www.opi.mt.gov/curriculum/MontCAS/index.html?gpm1\\_9](http://www.opi.mt.gov/curriculum/MontCAS/index.html?gpm1_9)

# Test Security Dos

- Do
  - Administer the test items according to the Directions for Test Administration and Test Administration Manual
  - Maintain the security of all test forms and materials available through the secure test administration portal.
  - Maintain the security of any printed test materials including but not limited to DTAs, test specific printouts, rubrics, test forms
  - Prepare and maintain a secure test environment
  - Report violations or suspected violations immediately to the System Test Coordinator

# Test Security Do Nots

## Testing Irregularities:

- Changing the wording of test directions, items/questions, response options, or any text as it is written in the DTA.
- Using non-prescribed manipulatives or replacement objects, graphic organizers, or mnemonic aids.
- Using any physical prompting, including hand-over-hand.
- Providing students a preview of the Pilot 2 Test at any time.
- Providing answers to students in advance of or during test administration.
- Providing students clues or supports not indicated in the DTA.
- Manipulation of testing materials in a way that hints at a correct or incorrect answer.
- Changing a student's answer.
- Reminding the student of previously used materials or experiences directly related to concepts in an item.
- Pre-teaching test content immediately before the test or the administration of an item.
- Sharing test items, test content, or test forms, both written or verbally, with colleagues, parents, other staff members, the general public, or students.
- Transporting printed test materials within the school in a non-secure manner.
- Leaving unattended secure printed test materials including, but not limited to, DTAs, test items, and scoring rubrics.
- Leaving the NCSC Assessment System unattended while logged into the test or the DTA.
- Administering Pilot 2 Test by a staff member who has not completed the online training modules and passed the final quiz.
- Administering Pilot 2 Test by a paraprofessional, aide, or student teacher.
- Allowing the use of electronic devices or photography technology that could jeopardize test content in the test-taking environment.
- Sharing of Pilot 2 Test items through photography, phone cameras, recording devices, note taking, or any other manner with colleagues, students, teachers, parents, media, or any person.

# Reporting Test Irregularities

- Will we use the same slide here?
- Paper form link: [www.opi.mt.gov/curriculum/MontCAS/index.html?gpm1\\_9](http://www.opi.mt.gov/curriculum/MontCAS/index.html?gpm1_9)

## – TEST SECURITY

- [Test Security Agreement – System Test Coordinators](#) 📄
- [Test Security Agreement – Test Administrators](#) 📄
- [Confidential Test Irregularity Report](#) 📄



# Module 3

Optimal Testing Conditions and Assessment Features



# Optimal Testing Conditions

- **Before Administering the Test**
- Complete Student Response Check
- Review the assessment features and prepare for use as appropriate for individual students.
- Identify the student's IEP accommodations that are consistent with NCSC accommodations policies and prepare for implementation during testing.
- Check computer and any AAC and assistive technology device with Sample Items
- Read the DTA and prepare materials
- Prepare Test Setting
- Develop an individualized schedule, take into account student need for breaks.

# Optimal Testing Conditions

- During Test Administration
  - Provide scratch paper
  - Pause Administration based on student needs
  - Provide appropriate positioning, assessment feature and accommodations consistent with student's IEP and state accommodation policies
  - Provide Encouragement and support
    - EG:
      - "I like the way you are listening and following directions."
      - "Only one more to go!"
      - "Just five minutes until a break!"
      - "Keep working!"

# NCSC Assessment Features

- Available to all students who participate in the NCSC Alternate Assessment
- Some are embedded in the online system.
  - Students and teachers can try embedded features using the sample items. (NCSC Assessment System site)
- Some assessment features are provided by the Test Administrator (TA)
- Some features are available via the browser or operating system.
- Some are embedded in the design of the test.



# Features

Embedded	<ul style="list-style-type: none"><li>• Answer masking</li><li>• Audio player</li><li>• Alternate color themes</li><li>• Line reader tool</li><li>• <i>Magnification*</i></li></ul>
Test Administrator Provided	<ul style="list-style-type: none"><li>• Answer masking (paper versions)</li><li>• Read aloud</li><li>• Rereading item directions, response options, passages</li></ul>
Browser	<ul style="list-style-type: none"><li>• Increase size of text and graphics</li><li>• Increase volume</li></ul>
Operating System	<ul style="list-style-type: none"><li>• Alternate color themes</li><li>• Increase size of text and graphics</li><li>• Increase volume</li></ul>

# Module 4

Test Accommodations



# NCSC Accommodations

- Accommodations for the NCSC Alternate that need to be included in the IEP:
  - Assistive Technology for presentation of items to students
  - Assistive Technology for student response to items
  - Paper version of items
  - Scribe/Transcription
  - Sign Language (e.g. ASL, PSE, SEE)



# Assistive Technology (AT)

- Students may use a variety of AT devices to input responses for both:
  - Selected responses
  - Text based open responses
- Compatible AT Types
  - Text-to speech
  - Alternate keyboards
  - Switch-based navigation and answer selection
  - Eye-gaze
- Testing AT Devices
  - Test devices using the sample items to determine if a device will function properly with the assessment.



# Module 5

Navigate the NCSC Assessment System



## Module Outcomes

At the end of the module, participants will:

- Understand how to navigate through the NCSC Assessment System
- Know where to view Test and Student information

# Understand the Dashboard



# Dashboard/Home Page \*



The screenshot displays the NCSC Assessment System dashboard. At the top left is the NCSC logo with the tagline "National Center and State Collaborative". To the right of the logo is the text "NCSC Assessment System" and a user greeting "Welcome, Valerie Valent-Zapf. Log out". Below this is a dark navigation bar with links: "Dashboard", "My Organizations", "Test Status Summary", "My Students", "Sample Items", and "Test Administration Training". The main content area features a large banner image of a woman and a child at a computer. To the right of the image is a box titled "National Center and State Collaborative (NCSC) Assessment System" containing a bulleted list: "Access Assessment Training Resources", "Set-up and Edit Student Information", and "Start and Manage Tests". Below the banner is a grey section titled "Your first step is... Training" with the subtext "Complete the NCSC Online Test Administration Training" and "You will need to complete training before you can access test materials." At the bottom, a section titled "NCSC Assessment System Links" contains four colored buttons: "My Students" (blue) with "Edit Info & Take Tests →", "My Tests" (green) with "View Test Status →", "Sample Items" (orange) with "Take Practice Tests →", and "Test Survey" (orange) with "Provide Your Feedback →".

ncsc  
National Center and State Collaborative

NCSC Assessment System

Welcome, Valerie Valent-Zapf. Log out

Dashboard My Organizations Test Status Summary My Students Sample Items Test Administration Training

National Center and State Collaborative (NCSC)  
Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

Your first step is...  
**Training**

**Complete the NCSC Online Test Administration Training**

You will need to complete training before you can access test materials.

NCSC Assessment System Links:

**My Students**  
Edit Info & Take Tests →

**My Tests**  
View Test Status →

**Sample Items**  
Take Practice Tests →

**Test Survey**  
Provide Your Feedback →

# Dashboard/Home Page

The screenshot shows the NCSC Assessment System Dashboard. At the top left is the NCSC logo with the tagline "National Center and State Collaborative". To its right is the text "NCSC Assessment System". In the top right corner, it says "Welcome, Valerie Valenti-Zapf Log out". Below this is a dark navigation bar with links: "Dashboard", "My Organizations", "Test Status Summary", "My Students", "Sample Items", and "Test Administration Training". A red arrow points from a blue box labeled "Navigation Panel" to this bar. Below the navigation bar is a large banner image of a woman and a child at a computer. To the right of the image is a white box titled "National Center and State Collaborative (NCSC) Assessment System:" containing a bulleted list: "Access Assessment Training Resources", "Set-up and Edit Student Information", and "Start and Manage Tests". A red arrow points from a blue box labeled "Your Name" to the "Welcome, Valerie Valenti-Zapf" text. Below the banner is a grey section titled "Your first step is... Training" with a document icon. To its right is a blue box labeled "Access training" with a red arrow pointing to the text "Complete the NCSC Online Test Administration Training". Below this text is a smaller line: "You will need to complete training before you can access test materials." In the bottom right of this section is a link "Go to the LMS" with a right-pointing arrow.

ncsc  
National Center and State Collaborative

NCSC Assessment System

Welcome, Valerie Valenti-Zapf Log out

Navigation Panel

Dashboard My Organizations Test Status Summary My Students Sample Items Test Administration Training

Your Name

National Center and State Collaborative (NCSC) Assessment System:

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

Access training

Your first step is... Training

Complete the NCSC Online Test Administration Training

You will need to complete training before you can access test materials.

Go to the LMS →

# Dashboard/Home Page \*

The screenshot displays the NCSC Assessment System Dashboard. At the top, a light blue box labeled "Page Buttons" has two red arrows pointing to the "My Tests" button (green) and the "Sample Items" button (orange). Below this, the dashboard is divided into two main sections. The top section, titled "NCSC Assessment System Links", contains four buttons: "My Students" (blue), "My Tests" (green), "Sample Items" (orange), and "Test Survey" (orange). The bottom section, titled "RESOURCES", contains a list of links: "NCSC Home", "About NCSC", "NCSC LMS", "Technology Requirements", "Get Help", "Test Administration Manual", and "System User Guide". A light blue box labeled "Resources" has two red arrows pointing to the "Test Administration Manual" and "System User Guide" links. To the right of the "RESOURCES" section, there is a "OUR PARTNERS" section with links to "NCSC States" and "NCSC Partner Organizations", and a "For system help, please call 888-638-9145" section. At the bottom, there is a footer with the NCSC logo and a disclaimer: "The contents of this website were developed as part of the National Center and State Collaborative under a grant from the US Department of Education (P11Award # H173X100002). Project Officer: susan.wiegert@ed.gov. However, the contents do not necessarily represent the policy of the US Department of Education and no assumption of endorsement by the Federal government should be made."

NCSC Assessment System Links

My Students  
Edit Info & Take Tests →

My Tests  
View Test Status →

Sample Items  
Take Practice Tests →

Test Survey  
Provide Your Feedback →

RESOURCES

NCSC Home

About NCSC

NCSC LMS

Technology Requirements

Get Help

Test Administration Manual

System User Guide

OUR PARTNERS

NCSC States

NCSC Partner Organizations

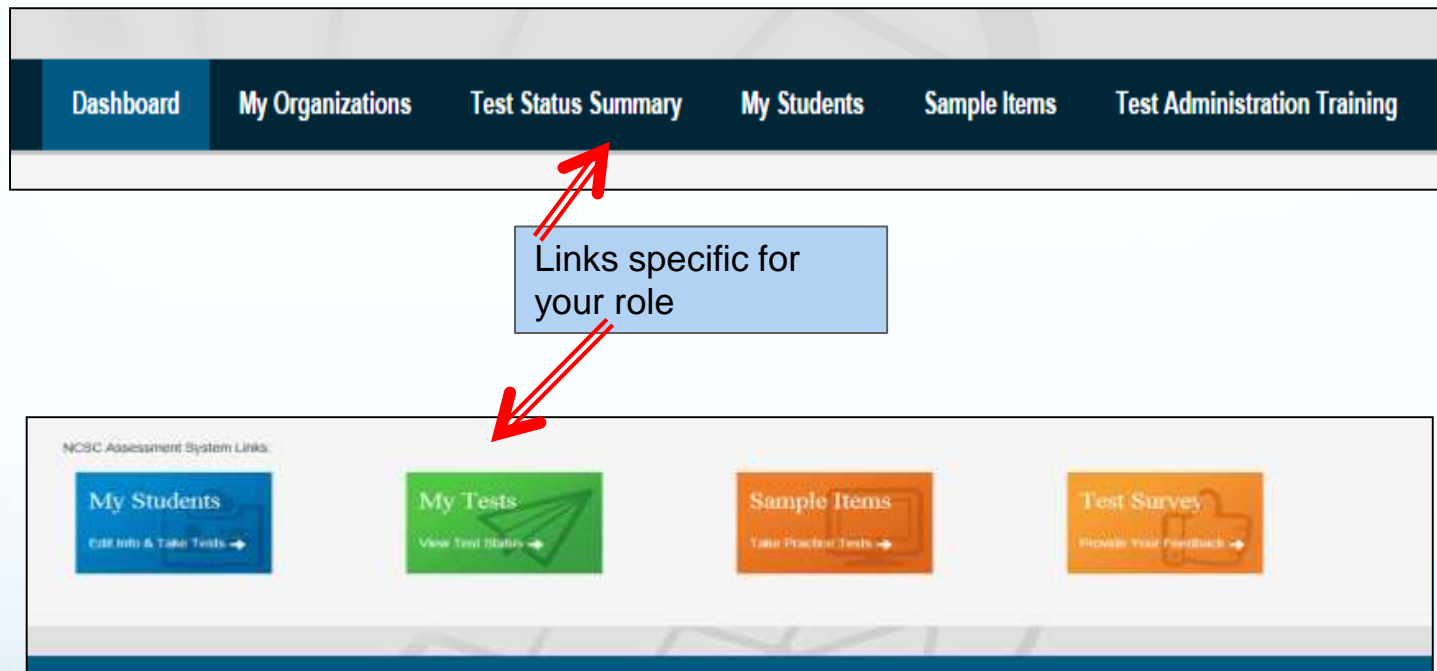
The National Center and State Collaborative's (NCSC) long-term goal is to ensure that students with significant cognitive disabilities achieve increasingly higher academic outcomes and leave high school ready for post-secondary options.

For system help, please call 888-638-9145.

NCSC National Center and State Collaborative

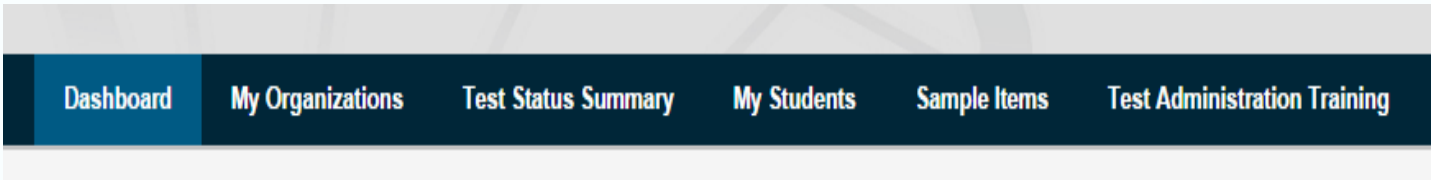
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## Navigation Panel – A Closer Look\*



# Navigation Panel – A Closer Look\*

## All Users

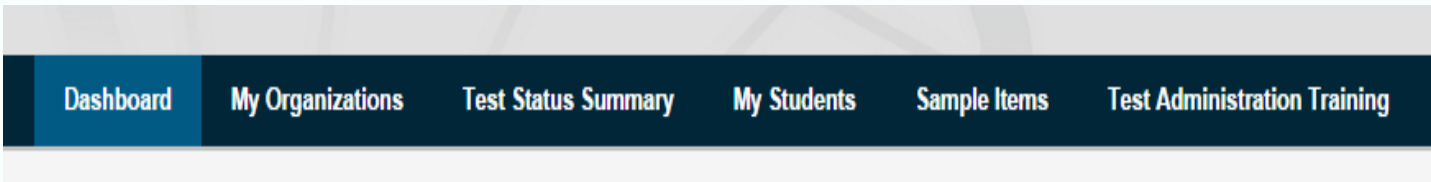


Navigation Option	What it is
Dashboard	Home page
My Organizations	View, edit, create classes, schools, districts
Test Status Summary	View tests completion progress



## Navigation Panel - A Closer Look\*

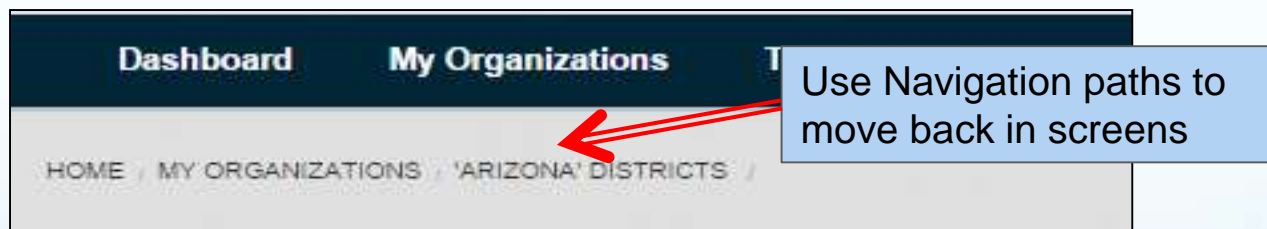
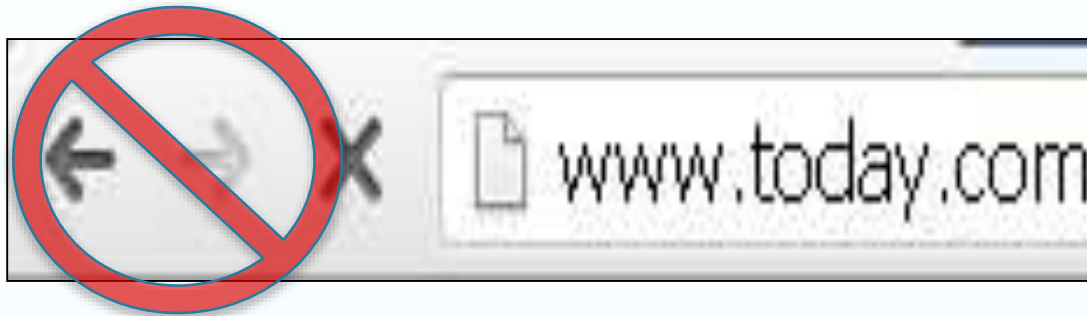
### District or School Test Coordinators



Navigation Option	What it is
My Students	Student test assignments, start tests, access student profile, complete LCI, SAR, SRC forms
Sample Items	Access small number of items which can be used for practice
Test Administration Training	Access training modules and end-of-course quiz

## Navigation - Tip

- Do not use internet browser icons



# Introduction to NCSC Assessment System Pages



# My Organizations



The screenshot shows the NCSC Assessment System dashboard. At the top left is the NCSC logo with the text 'National Center and State Collaborative'. To its right is 'NCSC Assessment System'. On the far right, it says 'Welcome, Valerie Valenti-Zapf' and 'Log out'. Below this is a dark navigation bar with links: 'Dashboard', 'My Organizations', 'Test Status Summary', 'My Students', 'Sample Items', and 'Test Administration Training'. A red arrow points to the 'My Organizations' link. Below the navigation bar is a large banner area. On the left is a photo of a woman and a young boy looking at a computer. On the right is a white box with the text 'National Center and State Collaborative (NCSC) Assessment System' and a bulleted list: 'Access Assessment Training Resources', 'Set-up and Edit Student Information', and 'Start and Manage Tests'. Below the banner is a grey section with the text 'Your first step is... Training' (with 'Training' in a large, stylized font), 'Complete the NCSC Online Test Administration Training', and 'You will need to complete training before you can access test materials.' A 'Go to the LMS' link with a right arrow is in the bottom right corner.

**1. Click My Organizations**

**National Center and State Collaborative (NCSC) Assessment System**

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

Your first step is... **Training**

**Complete the NCSC Online Test Administration Training**

You will need to complete training before you can access test materials.

[Go to the LMS →](#)

# My Organizations

Sample District Level  
view

## 'Arizona' Districts

Org ID	Code	District	Schools	Users	Students	Actions
7	HPD	Hollow Pond District Edit	<a href="#">10</a>	<a href="#">19</a>	<a href="#">272</a>	Actions ▼

# My Organizations – Drill Down

Click a hyperlink (text that is blue and underlined) in the columns to drill down for more information.

'Arizona' Districts						
Org ID	Code	District	Schools	Users	Students	Actions
7	HPD	Hollow Pond District Edit	<a href="#">10</a>	<a href="#">19</a>	<a href="#">272</a>	Actions ▼

# My Organizations –Drill Down

School level information

'Hollow Pond District Edit' Schools						
Org ID	Code	School	Classrooms	Users	Students	Actions
8	040000100120	Black Mountain School	<a href="#">3</a>	<a href="#">8</a>	<a href="#">44</a>	Actions ▼
9	040000100616	Desert Sun Elementary School	<a href="#">2</a>	<a href="#">2</a>	<a href="#">20</a>	Actions ▼

Click the hyperlink in the **Users** column



# My Organizations –Drill Down

**System Users**

[Add User](#)

• [Narrow Results](#)

Operations

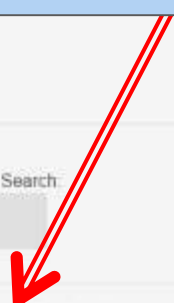
[Set Training as Completed](#)

Search

Filter all columns

	User ID	Last Name	First Name	Email Address	Organization	Code	Training Status	Title	Role	Active
	<a href="#">3107</a>	Midgard	Human	btqa24@breaktech.org	Alhambra District, Class A	.	Pending	TA	test administrator	Active
	<a href="#">3108</a>	Giant	Jotunheim	btqa25@breaktech.org	Class B, Chino Valley High School	.040000301458	Completed	MO TA	test administrator	Active
	<a href="#">57</a>	Jinks	Steve	btqa4@breaktech.org	Black Mountain School	04000100120	Completed	Teacher	test administrator	Active

User information for a school





# My Organizations – Drill Down

Click the hyperlink in the **Students** column

**'Hollow Pond District'**

Org ID	Code	School	Classrooms	Users	Students	Actions
8	040000100120	Black Mountain School	3	8	<a href="#">44</a>	Actions ▼

**Administer Students**

Organization: All

• [Filter Results](#)

State = 'Arizona' and District = 'Hollow Pond District Edit' and School = 'Black Mountain School'

Student ID (system-generated ID)	Student ID (state-issued)	Student First Name	Student Last Name	School Name	Classroom	2013-14 Grade
<a href="#">2</a>	98079	Devyn	Yewell	Black Mountain School	Class A	11
<a href="#">1516</a>	66059	Carina	Schehl	Black Mountain School	Class A	11
<a href="#">1519</a>	78431	Bart	Vais	Black Mountain School	Class A	11
<a href="#">1520</a>	74093	Logan	Lauterborn	Black Mountain School	Purple Hill Classroom	11
<a href="#">1521</a>	74590	Darian	Repasky	Black Mountain School	Class A	11

Student information displays



# My Organizations - Actions

**'Hollow Pond District Edit' Schools**

Org ID	Code	School	Classrooms	Users	Students	Actions
8	040000100120	Black Mountain School	3	8	44	Actions ▼
9	040000100616	Desert Sun Elementary School	2			

Actions can be taken at each organization level

- [Add a Classroom](#)
- [Edit Organization](#)
- [Add User](#)
- [Download Org ID List](#)
- [Upload Users File](#)
- [Upload Enrollment File](#)

# Test Status Summary



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ncsc  
National Center and State Collaborative

NCSC Assessment System

Welcome, Valerie Valenti-Zapf Log out

Dashboard My Organizations **Test Status Summary** My Students Sample Items Test Administration Training

Click Test Status Summary

National Center and State Collaborative (NCSC)

- Set-up and Edit Student Information
- Start and Manage Tests

Your first step is...  
**Training**

**Complete the NCSC Online Test Administration Training**

You will need to complete training before you can access test materials.

Go to the LMS →

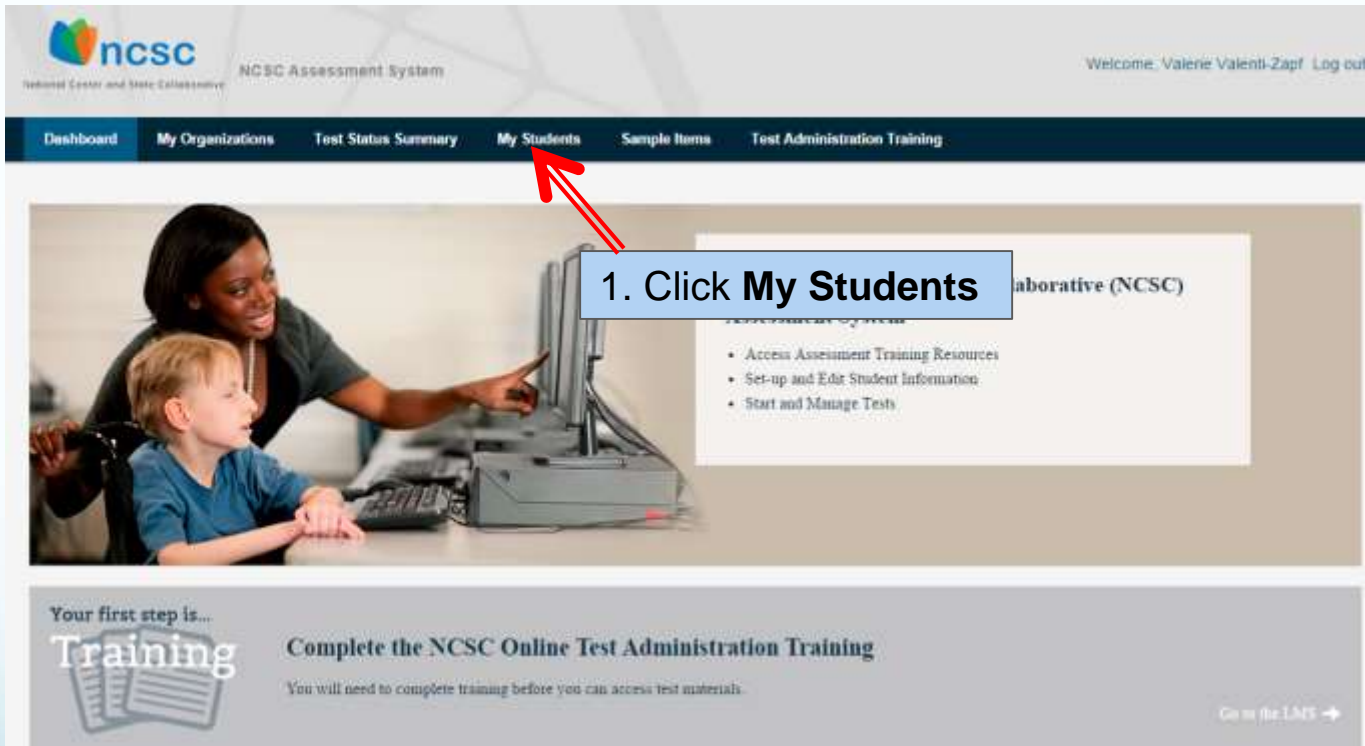
## View Test Status Summary – A Closer Look

Test Name ▲	Test Window Ending Date	Assigned Students	Not Started	In Progress	Submitted	Closed
SIS ELA Grade 5	5-16-14	2	2	0	0	0
SIS Math Grade 5	5-16-14	7	0	3	4	0
SIS ELA Grade 8	5-16-14	2	2	0	0	0
SIS Math Grade 8	5-16-14	3	0	1	1	1
SIS ELA Grade 11	5-16-14	Test Status Summary page			0	0
SIS Math Grade 11	5-16-14	2	1	0	1	0

Showing 1 to 6 of 6 entries

◀ Previous Next ▶

# My Students



The screenshot shows the NCSC Assessment System interface. At the top left is the NCSC logo and the text "NCSC Assessment System" and "Network Center and State Collaborative". At the top right, it says "Welcome, Valerie Valenti-Zapf" and "Log out". Below this is a dark blue navigation bar with the following items: "Dashboard", "My Organizations", "Test Status Summary", "My Students", "Sample Items", and "Test Administration Training". A red arrow points to the "My Students" item. Below the navigation bar is a large banner image of a woman and a child at a computer. Overlaid on this banner is a blue box with the text "1. Click My Students". To the right of the banner, there is a white box with the text "Network Center and State Collaborative (NCSC)" and a list of bullet points: "• Access Assessment Training Resources", "• Set-up and Edit Student Information", and "• Start and Manage Tests". At the bottom of the page, there is a grey banner with the text "Your first step is..." and "Training" (with a document icon). To the right of this, it says "Complete the NCSC Online Test Administration Training" and "You will need to complete training before you can access test materials." At the bottom right of this banner is a link "Go to the LMS →".

ncsc  
NCSC Assessment System  
Network Center and State Collaborative

Welcome, Valerie Valenti-Zapf Log out

Dashboard My Organizations Test Status Summary **My Students** Sample Items Test Administration Training

1. Click **My Students**

Network Center and State Collaborative (NCSC)

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

Your first step is...  
**Training**

**Complete the NCSC Online Test Administration Training**

You will need to complete training before you can access test materials.

Go to the LMS →

## My Students – A Closer Look

**My Students**

All (1) Please select organization

Add Student

Filter all columns

Student Name, assigned test and status will be displayed

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
3	Devyn	Yewell	Math Test	2014-12-31	In progress	valerie valenti	Actions ▼
3	Devyn	Yewell	ELA Test	2014-12-31	Not started		Actions ▼
4	Gerard	Bunger	Math Test	2014-12-31	In progress	Claudia Donovan	Actions ▼
4	Gerard			2014-12-31	Submitted	Claudia Donovan	

Click Student ID

## My Students – A Closer Look

**My Students**

All (1) Please select organization

Add Student

Filter all columns

Student Name, assigned test and status will be displayed

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
3	Devyn	Yewell	Math Test	2014-12-31	In progress	valerie valenti	Actions ▼
3	Devyn	Yewell	ELA Test	2014-12-31	Not started		Actions ▼
4	Gerard	Bunger	Math Test	2014-12-31	In progress	Claudia Donovan	Actions ▼
4	Gerard			2014-12-31	Submitted	Claudia Donovan	

Click Student ID

# My Students – A Closer Look

## Devyn Yewell (3)

[Demographics](#)[LCI](#)[Accommodations: Before Test](#)[SRC](#)[Accommodations: After Test](#)

Save

Cancel

Student ID \*


98079

First Name \*

*Editing a students name is disabled.*

Devyn

Student Profile





## My Students – A Closer Look

### My Students

Lincoln Elementary School ▼ *Please select organization*

Add Student

Actions available for each student

Filter all columns

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
<a href="#">504</a>	John	Smith	No test form assigned				Actions <span>▼</span>
<a href="#">117</a>	Bill	Shaw	Math Grade 3	10/31/2014	Not Started	Mary Smith	Actions <span>▼</span>
<a href="#">174</a>	Kyle	Brown	ELA Grade 3	10/31/2014	Submitted	Mary Smith	Actions <span>▼</span>

Show 10 ▼ entries

Actions ▼

- [Go to Student Profile](#)
- [Start Test](#)
- [Open Test in PDF](#)
- [TA Directions](#)
- [Close Test](#)



# Check for Understanding

## Navigate the NCSC Assessment System:

- My Organizations is where the TC will go to view/edit or create organizations, users and students.
- Drilling down from one level to another provides more specific information about the selected organization
- Test Administrators won't have access to the My Organizations menu
- My Students is where Test Administrators will go to start tests and/or print tests or DTAs
- Test Coordinators will access My Students to create new students if necessary
- Sample Items can be used to practice online interactivity

# Module 6

Before Test: Demographics, LCI, and Accommodations



# Module Outcomes

At the end of this module you will:

- Know the required steps Test Administrators must perform before starting student tests
- Locate the Student Profile for editing
- Learn how Test Administrators will complete the Learner Characteristics Inventory and Student Administration Records in the NCSC Assessment System

# Test Administrator Required Tasks: Complete Student Demographics, LCI and Accommodations-Before Test Forms



## Required Tasks for Test Administrators

Test Administrators will verify and complete the following required information in the NCSC Assessment System before testing each student

- Learner Characteristics Inventory (LCI)
- Student Administration Record (Accommodations-Before test)
- Student Response Check (SRC)

# Access student Demographics, LCI, Accommodations-Before Test and SRC Forms\*

**ncsc**  
National Center and State Collaborative  
Test Administration Portal

Welcome, Helena Wells Log out

Dashboard My Students Test Status Summary Test Administration Training Sample Items

**Select My Students**

**National Center and State Collaborative (NCSC) Assessment System**

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

Your first step is...  
**Training**

**Complete the NCSC Online Test Administration Training**

You will need to complete training before you can access test materials.

Go to the LMS →

Test Administration Portal Links:

**My Students**  
Edit Info & Take Tests →

**My Tests**  
View Test Status →

**Sample Items**  
Take Practice Tests →

**Test Survey**  
Provide Your Feedback →

# Access Student Profile

**My Students**

All (1) Please select organization

Add Student

Filter all columns

1. Click on **Student ID**

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
1	Devyn	Yewell	Math Test	2014-12-31	In progress	valerie valenti	Actions ▼
2	Devyn	Yewell	ELA Test	2014-12-31	Not started		Actions ▼



# Verify Student Demographic Information

**Devyn Yewell (3)**

[Demographics](#) [LCI](#) [Accommodations: Before Test](#) [SRC](#) [Accommodations: After Test](#)

**Cancel**

1. Verify Demographics for accuracy

2. After verification and/or changes, click on the LCI tab

Student ID \*

98079

First Name \*

Editing a student's name is disabled.

Devyn

Middle

FagerXX XX

Last Name \*

Editing a student's name is disabled.

Yewell

# Learner Characteristics Inventory

- LCI provides a description of the students who participate in the Pilot 2 Test
- Includes 16 learner characteristics

# Learner Characteristic Inventory



## Verify Student Demographic Information

Demographics LCI Accommodations: Before Test SRC Accommodations: After Test

**Save** **Cancel**

Student's Primary IDEA Disability  
Hearing Impairment

1. Verify/Complete the LCI tab

Is your student's primary language a language other than English?

☐ No  
☒ Yes

Primary Language \*  
Spanish: Castilian

Classroom Setting

☒ Special school.

☐ Regular school, self-contained special education classroom, some special inclusion (students go to art, music, PE) school day.

☐ Regular school, primarily self-contained special education classroom, some academic inclusion (students go to some science, in addition to specials) but are in general education classes less than 40% of the school day).

☐ Regular school, resource room/general education class, students receive resource room services, but are in general education classes less than 40% of the school day).

☐ Regular school, general education class inclusive/collaborative (students based in general education classes, special education classes) – at least 80% of the school day is spent in general education classes.

## Complete Learner Characteristics Inventory

**Devyn Yewell (3)**

Demographics LCI **Accommodations: Before Test** SRC Accommodations: After Test

**Save** **Cancel**

Student's Primary IDEA  
Hearing impairment

Is your student's primary language a language other than English?  
☐ No  
☒ Yes

Primary Language\*  
Spanish: Castilian

Classroom Setting  
☒ Special school  
☐ Regular school, self-contained special education classroom, some special inclusion (students go to art, music, PE) school day  
☐ Regular school, primarily self-contained special education classroom, some academic inclusion (students go to some science, in addition to specials) but are in general education classes less than 40% of the school day

Click on **Accommodations-Before Test** tab

## Enter Accommodations Information

<a href="#">Demographics</a>	<a href="#">LCI</a>	<a href="#">Accommodations: Before Test</a>	<a href="#">SRC</a>	<a href="#">Accommodations: After Test</a>
------------------------------	---------------------	---	---------------------	--

Save Cancel

### Accommodations: Before Test

Before administering the test to a student, select the accommodations on the list below that the student must receive. select the last box in the list below.

- ☐ Assistive Technology for presentation of items to student
- ☐ Assistive Technology for student response to questions
- ☐ Paper Version of Item/s
- ☒ Scribe/Transcription
- ☐ Sign Language (e.g., ASL, PSE, SEE)
- ☐ Check this box if the student does not need any accommodations.

Save Cancel

Select one or more options as applicable

## Enter Accommodations Information

<a href="#">Demographics</a>	<a href="#">LCI</a>	<a href="#">Accommodations: Before Test</a>	<a href="#">SRC</a>	<a href="#">Accommodations: After Test</a>
------------------------------	---------------------	---	---------------------	--

Save

Cancel

**Accommodations: Before Test**

Before administering the test to a student, select the accommodations you want to use. Select the last box in the list below.

- ☐ Assistive Technology for presentation of items to student
- ☐ Assistive Technology for student response to questions
- ☐ Paper Version of Item/s
- ☒ Scribe/Transcription
- ☐ Sign Language (e.g., ASL, PSE, SEE)
- ☐ Check this box if the student does not need any accommodations.

Save

Cancel

Click **Save** if you have to leave before completing all tabs

# Check for learning

- Test Administrators must verify demographic information for each student they will test
- Test Administrators must select options for all 16 characteristics in the Learning Characteristics Inventory for each student before administering the test
- Test Administrators must choose appropriate options in the Accommodations Before Test tab for each student they will test



# Module 7

Student Response Check



# Student Response Check

Demographics LCI Accommodations: Before Test SRC Accommodations: After Test

**Save** **Cancel**

Student's Primary IDEA Disability  
Hearing Impairment

Is your student's primary language a language other than English?  
☐ No  
☒ Yes

Primary Language \*  
Spanish, Castilian

Classroom Setting  
☒ Special school  
☐ Regular school, self-contained special education classroom, some special inclusion (students go to art, music, PE) school day.  
☐ Regular school, primarily self-contained special education classroom, some academic inclusion (students go to some science, in addition to specials) but are in general education classes less than 40% of the school day).  
☐ Regular school, resource room/general education class, students receive resource room services, but are in general education classes less than 40% of the school day).  
☐ Regular school, general education class inclusive/collaborative (students based in general education classes, special education services provided in general education classes) – at least 80% of the school day is spent in general education classes.

# Student Response Options

- Students taking the Pilot 2 Test can communicate answers to test items by:
  - Using the mouse to select an answer
  - Verbalizing answers
  - Gesturing or pointing to the answer
  - Using assistive technology to indicate answers
  - Using eye gaze chart to select answers
  - Circling or marking answers on a paper copy of the test
- **Note:** The use of hand-over-hand or any physical prompt is not considered a consistent and observable response because the student is not indicating his/her answer choice in an independent way.

# Notes:

- Please use professional judgment when conducting the Student Response Check.
  - The TA **will not conduct** an SRC if the TA is certain that the student has a consistent, observable mode of communication so that the TA may enter a student's response in the NCSC Assessment System with confidence.
  - The TA **will conduct** an SRC if the TA is uncertain whether the student has a consistent mode of communication or is concerned that the student's response to a test item may not be observable by the TA. Unobservable responses do not enable the TA to enter a student's response in the NCSC Assessment System with confidence.

## What if a student doesn't show a consistent, observable response to the SRC?

- (a) If the student did not display a consistent, observable response in the SRC, the TA administers the first four items in either mathematics **or** reading. **If the TA does observe a student response to at least one of the first four test items, the TA continues to administer all test items to the student.**
- (b) If the student did not display a consistent, observable response in the SRC, the TA administers the first four test items in either mathematics **or** reading. **If the TA does not observe a student response to any of the first four test items, the TA terminates the test.** The TA indicates in the NCSC Assessment System why the test was terminated. Finally, the TA completes the End of Test survey.

# Module 8

Administer the Test



# Test Interface

## Test Item

Cause and effect means that one event, the cause, makes the other event, the effect, happen. One example of a cause and effect is when you water plants, they grow. Watering plants is the cause. The effect is that plants grow. In your essay, you will write about what might happen because someone is too cold.

## Navigation Buttons

## Item List

## Full Screen

Christene Carbone ^

ELA Test / Section 1

Save & Exit

Student Name

Upload Evidence

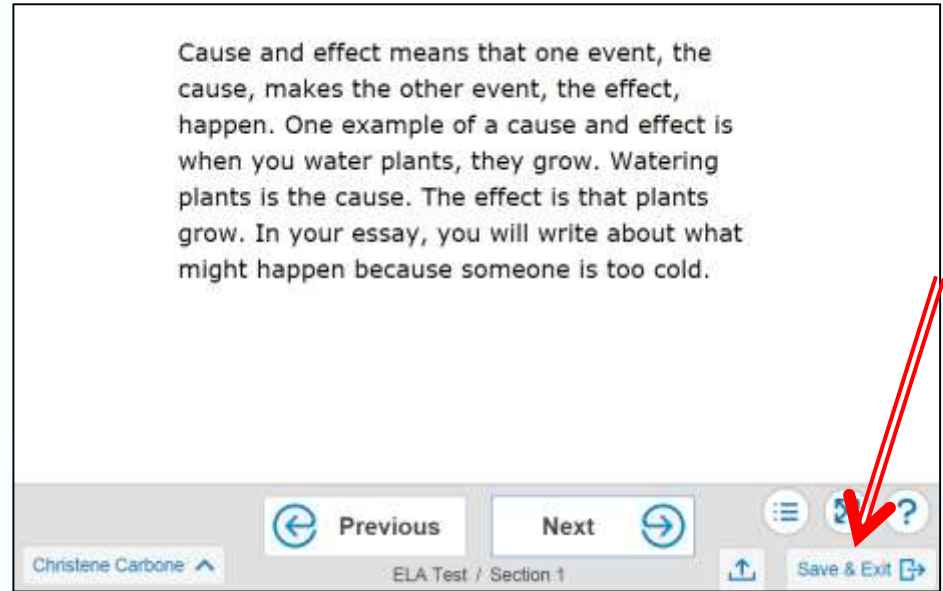
Pause Test



opi.mt.gov

# Pausing and Resuming Administration

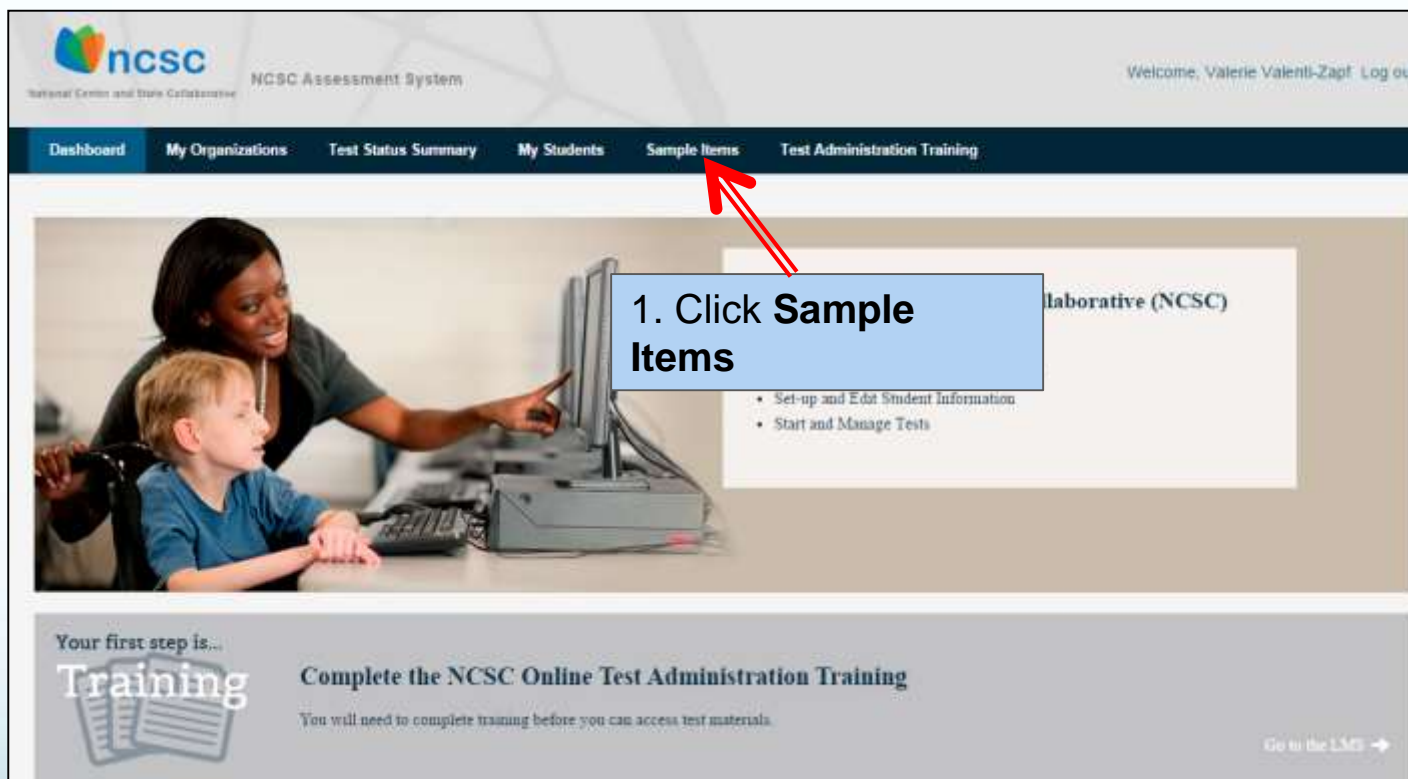
- When to pause:
  - Student exhibits:
    - Frustration
    - Lack of engagement
    - Refusal to participate
  - Becomes sick
- How to Pause the test:
  - Click on Save/Exit Button
- How long can test breaks last?
  - A few minutes to a few days.
  - Based on student needs
- Pause and Resume as often as necessary
  - Based on student needs





# Sample Items

# Sample Items



The screenshot shows the NCSC Assessment System dashboard. At the top left is the NCSC logo with the text 'National Center and State Collaborative'. To its right is 'NCSC Assessment System'. On the far right, it says 'Welcome, Valerie Valenti-Zagf' and 'Log out'. Below this is a dark blue navigation bar with white text links: 'Dashboard', 'My Organizations', 'Test Status Summary', 'My Students', 'Sample Items', and 'Test Administration Training'. A red arrow points to the 'Sample Items' link. Below the navigation bar is a large banner image of a woman and a child at a computer. Overlaid on this image is a blue box with the text '1. Click Sample Items'. To the right of the image, there is a white box with the text 'laborative (NCSC)' and a bulleted list: '• Set-up and Edit Student Information' and '• Start and Manage Tests'. At the bottom of the dashboard, there is a grey section titled 'Your first step is...' followed by 'Training' in large letters. Below this, it says 'Complete the NCSC Online Test Administration Training' and 'You will need to complete training before you can access test materials.' In the bottom right corner of this section is a link 'Go to the LMS' with a right-pointing arrow.

ncsc  
National Center and State Collaborative

NCSC Assessment System

Welcome, Valerie Valenti-Zagf Log out

Dashboard My Organizations Test Status Summary My Students **Sample Items** Test Administration Training

1. Click **Sample Items**

laborative (NCSC)

- Set-up and Edit Student Information
- Start and Manage Tests

Your first step is...  
**Training**

**Complete the NCSC Online Test Administration Training**

You will need to complete training before you can access test materials.

Go to the LMS →

## Sample Items\*

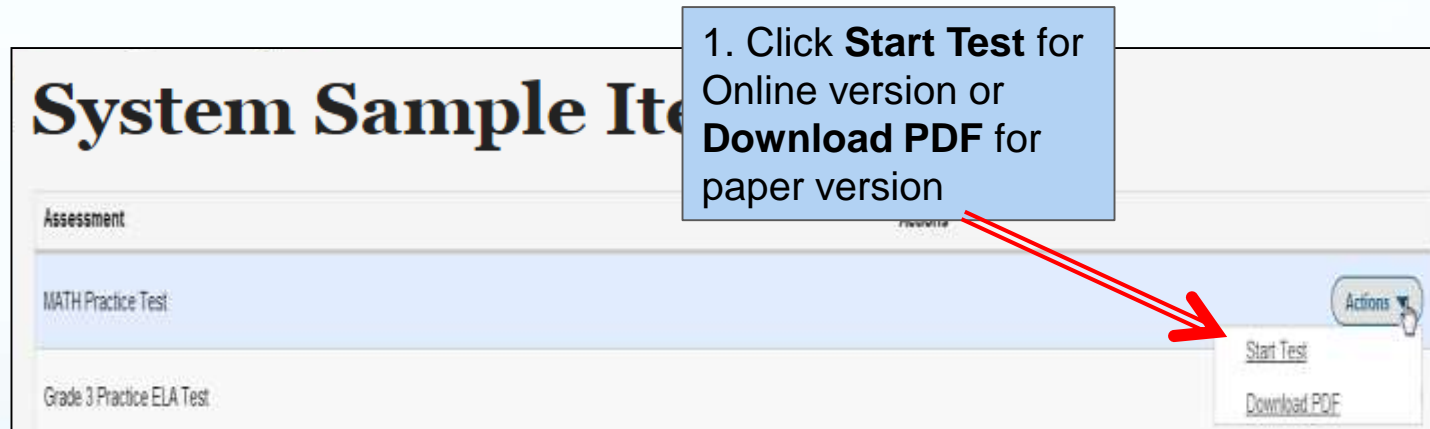
**System Sample Items**

Assessment

MATH Practice Test	<b>Actions</b>
Grade 3 Practice ELA Test	

1. Click **Start Test** for Online version or **Download PDF** for paper version

Start Test  
Download PDF

A screenshot of a web interface titled "System Sample Items". It features a table with two rows: "MATH Practice Test" and "Grade 3 Practice ELA Test". To the right of the table is an "Actions" button. A red arrow points from a blue instruction box to the "Start Test" link in the dropdown menu of the "Actions" button. The instruction box contains the text: "1. Click Start Test for Online version or Download PDF for paper version".

# Sample Items\*

- View of online sample items

This item is about using an equation with a variable.

A variable is a letter that can be used in place of a number in an equation.

This is a word problem.

Jenny had some DVDs. She gave 5 DVDs away. Now she has 10 DVDs left.

This equation can be used to find out how many DVDs Jenny started with.

$$d - 5 = 10$$

Sample Items ^

Previous Next

MATH Practice Test / Section 1 / Item 1 of 3

Save & Exit

## Upload Evidence



# Outcomes

- Know how to upload evidence using a computer webcam
- Know how to upload evidence by attaching a file
- Know the acceptable file formats for attached files

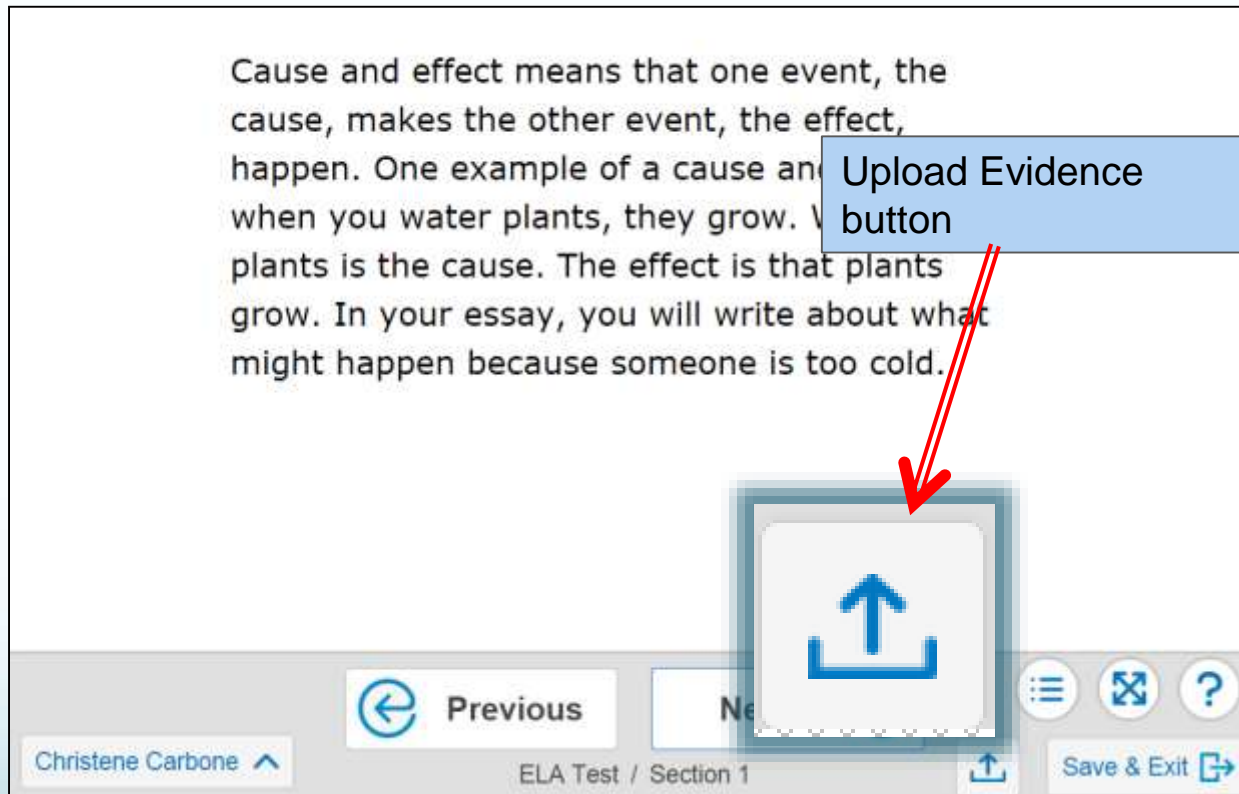
## Capture Evidence

- Two ways to capture student evidence
  - Computer Webcam
  - Scan evidence and attach the file
- Must upload evidence while test is open and item is still on the screen

## Upload Evidence

Cause and effect means that one event, the cause, makes the other event, the effect, happen. One example of a cause and effect is when you water plants, they grow. Watering plants is the cause. The effect is that plants grow. In your essay, you will write about what might happen because someone is too cold.

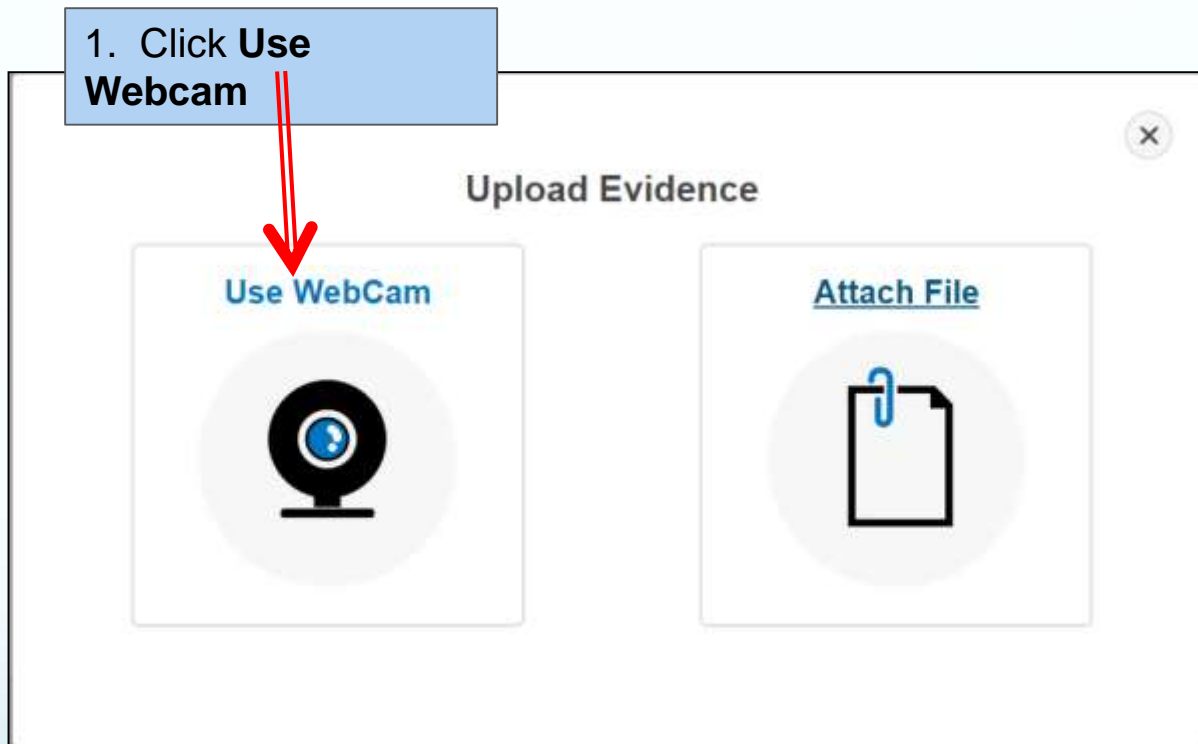
Upload Evidence button



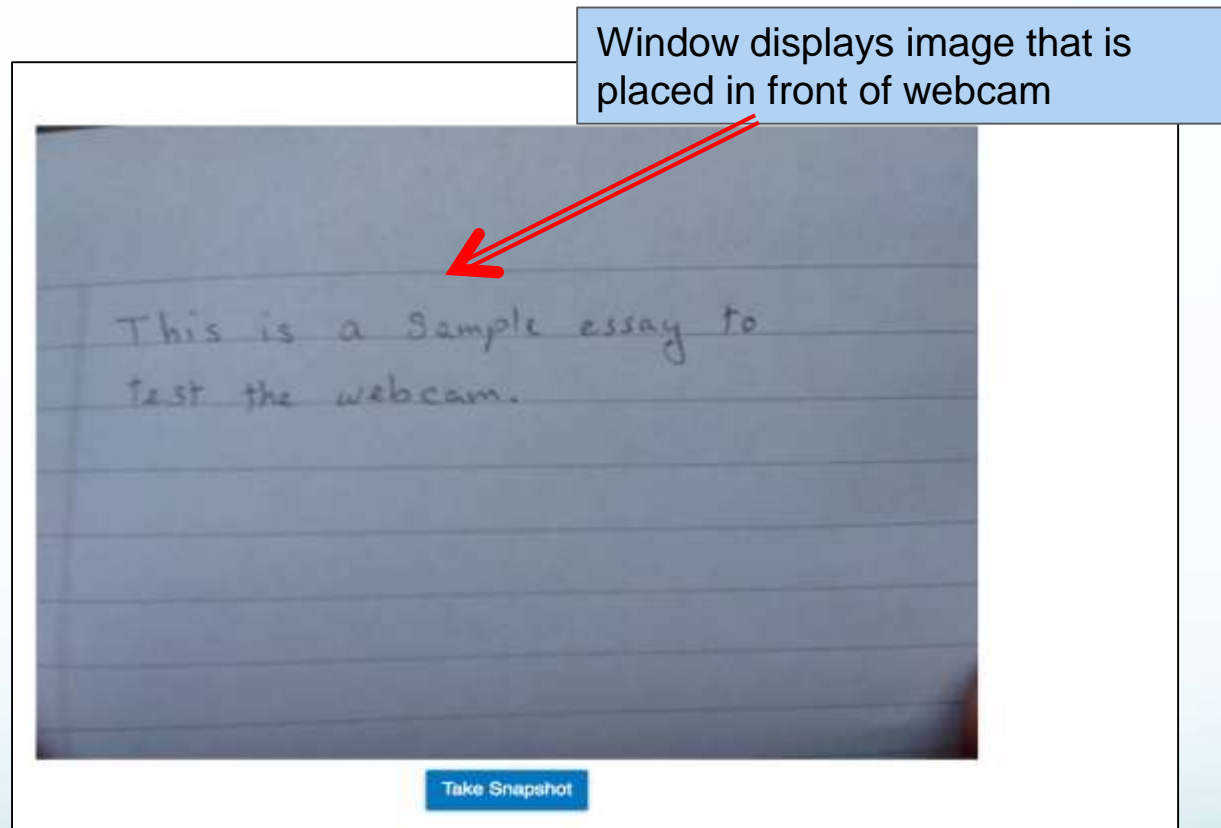
The screenshot shows a test interface. At the top, there is a text passage about cause and effect. Below the passage, there is a large square button with a blue upward-pointing arrow inside a square frame. A red double-lined arrow points from a text box labeled 'Upload Evidence button' to this button. At the bottom of the interface, there is a navigation bar with several buttons: 'Previous' (with a left arrow), 'Next' (with a right arrow), a 'Menu' button (three horizontal lines), a 'Fullscreen' button (four arrows pointing outwards), a 'Help' button (question mark), and a 'Save & Exit' button (with a right arrow). On the left side of the navigation bar, the user's name 'Christene Carbone' is displayed with a small upward arrow. In the center of the navigation bar, the text 'ELA Test / Section 1' is shown. There is also a small 'Upload' icon (an upward arrow) next to the 'Save & Exit' button.



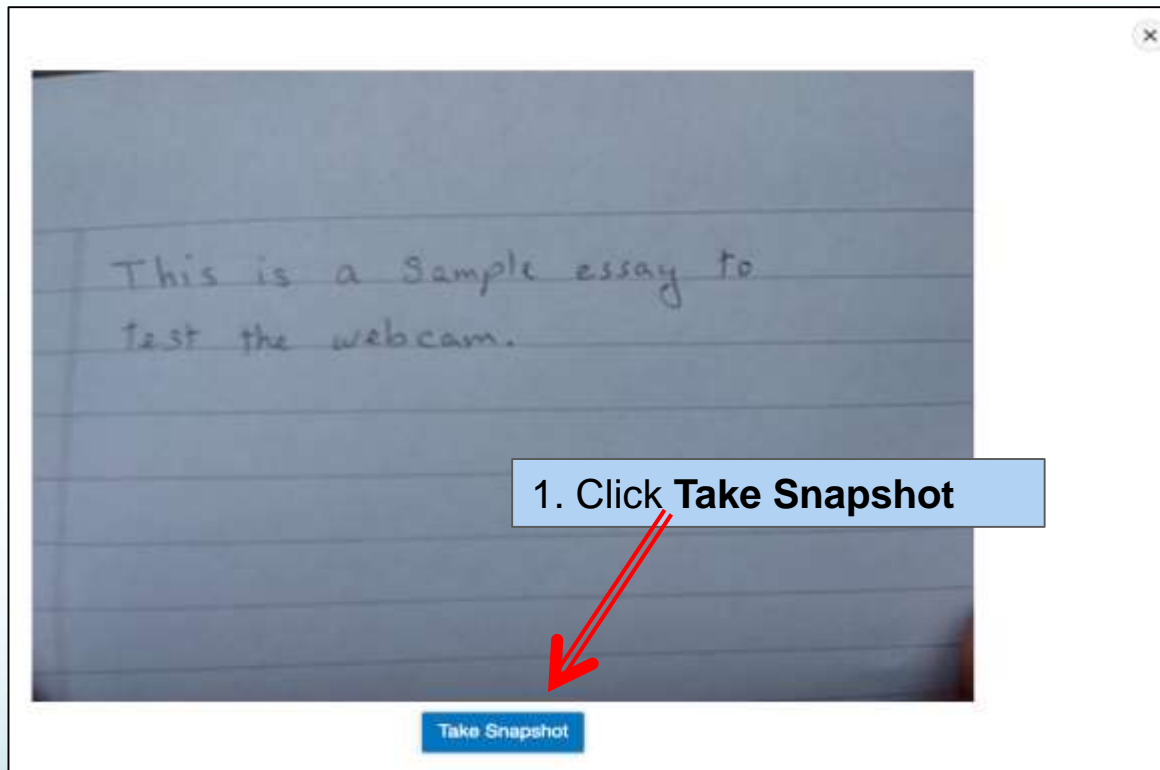
## Upload Evidence - Webcam



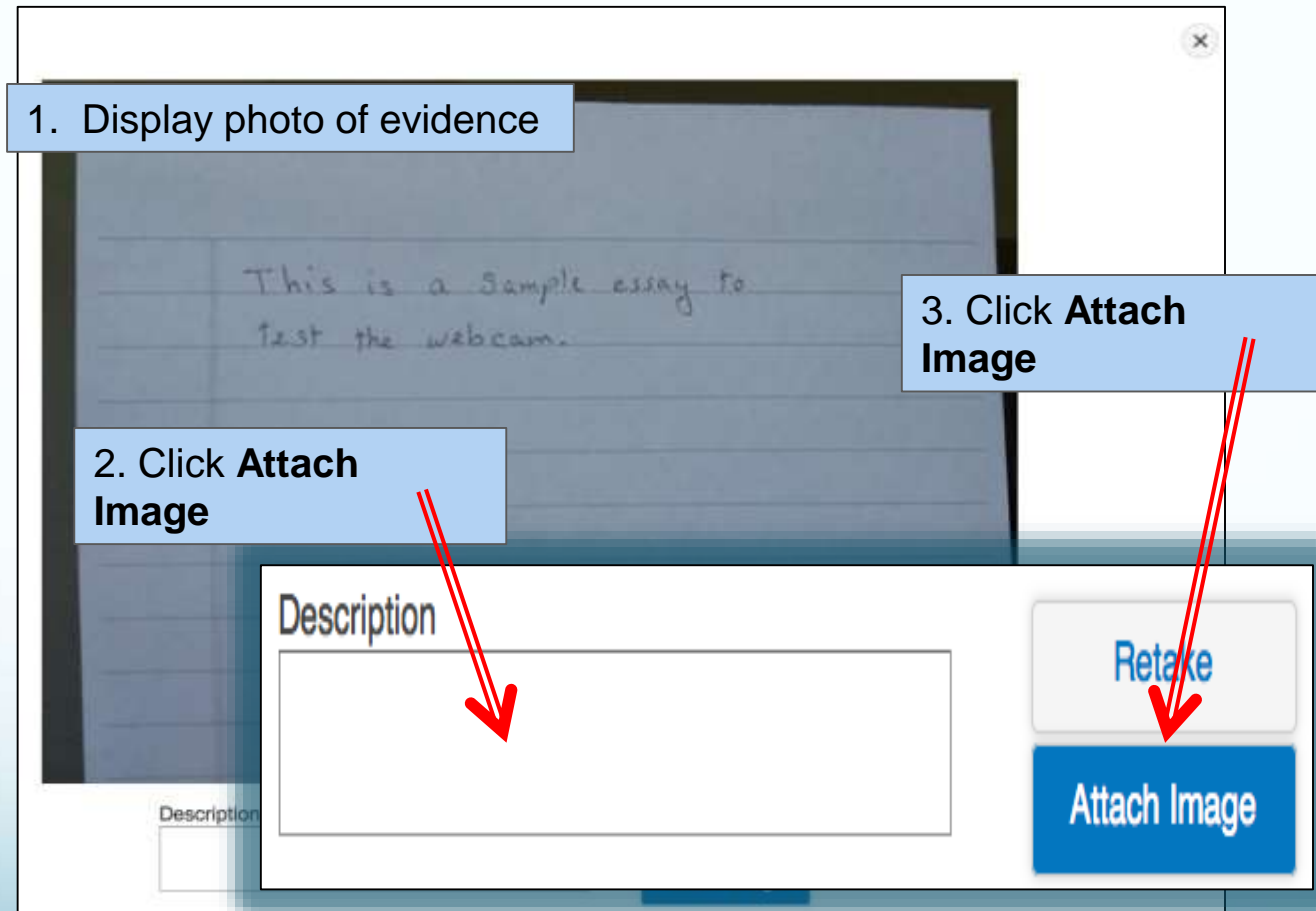
## Upload Evidence - Webcam



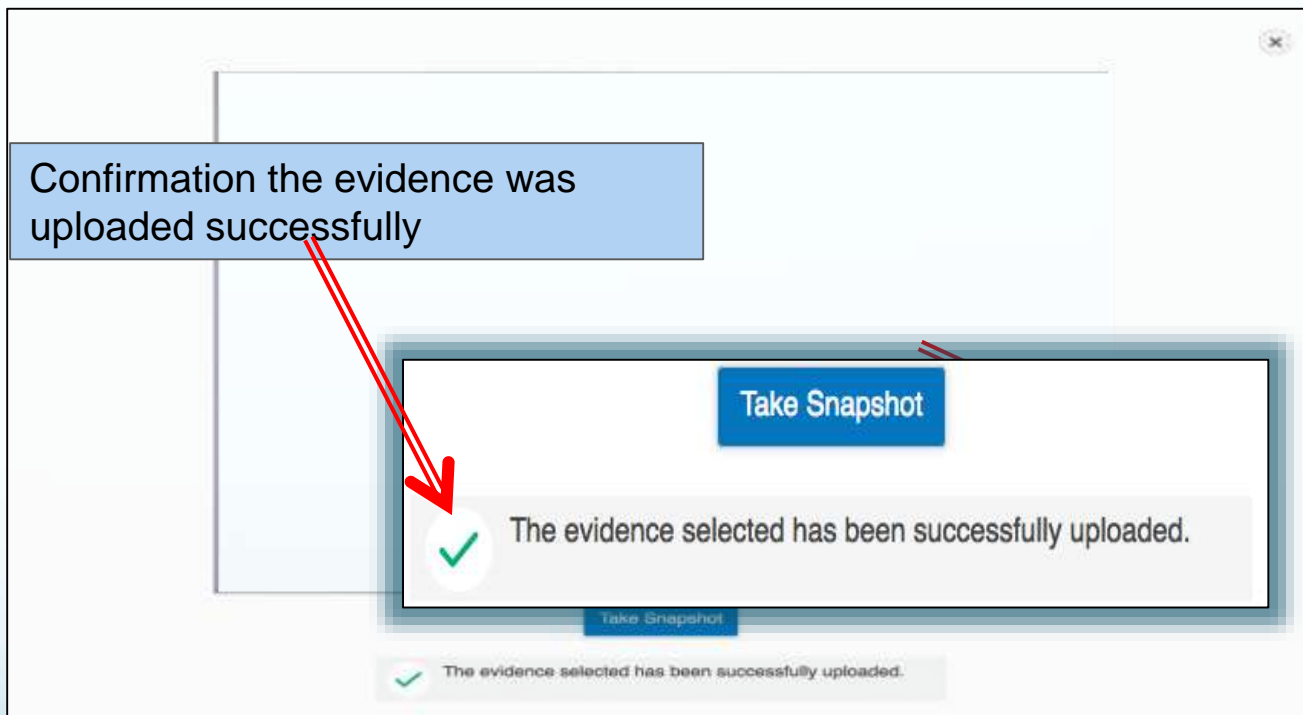
## Upload Evidence - Webcam



# Upload Evidence - Webcam



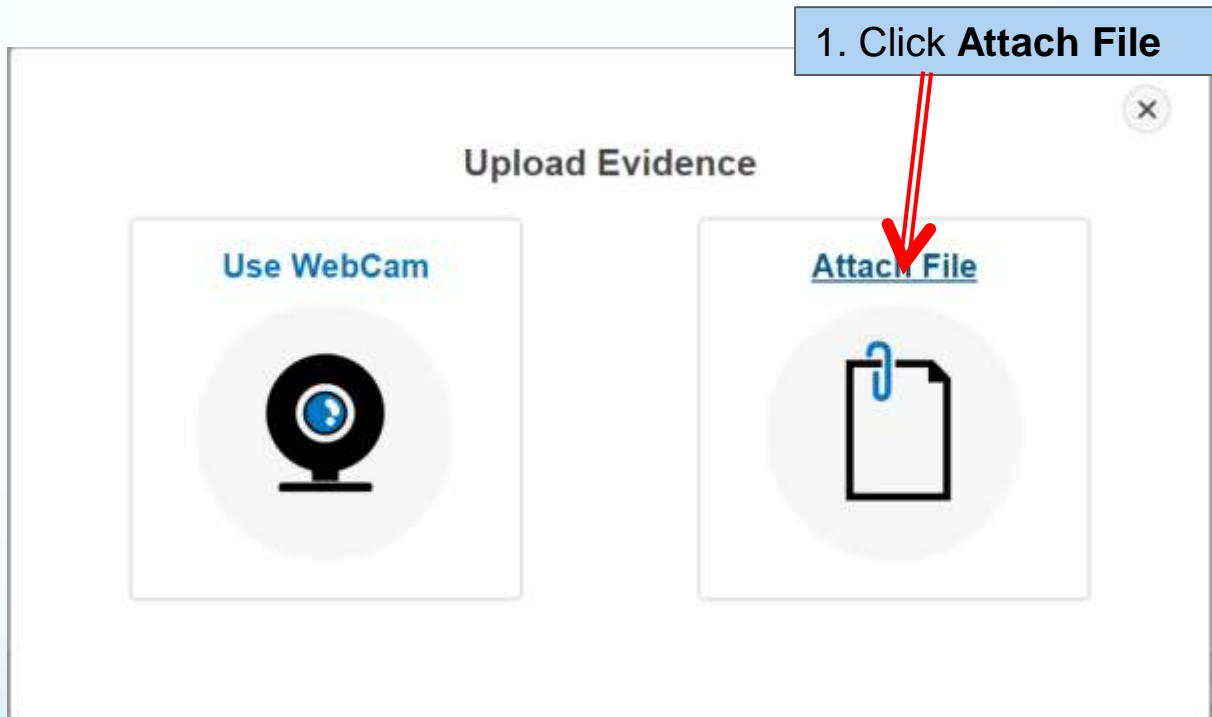
## Upload Evidence - Webcam



# Upload Evidence – File Attachment

- Use a scanner to capture evidence
- Acceptable file formats
  - .png
  - .jpg or .jpeg
- Saved files must be on the computer where student test will started/resumed

## Upload Evidence – File Attachment



# Upload Evidence – File Attachment


flowers bree gave her teacher.

1. Enter a description

Upload Evidence

Description

Attach File



Browse...

No file selected.

- Accepted files for upload: pdf, jpeg, png
- File upload maximum size is 10 MB

Attach File

Previous

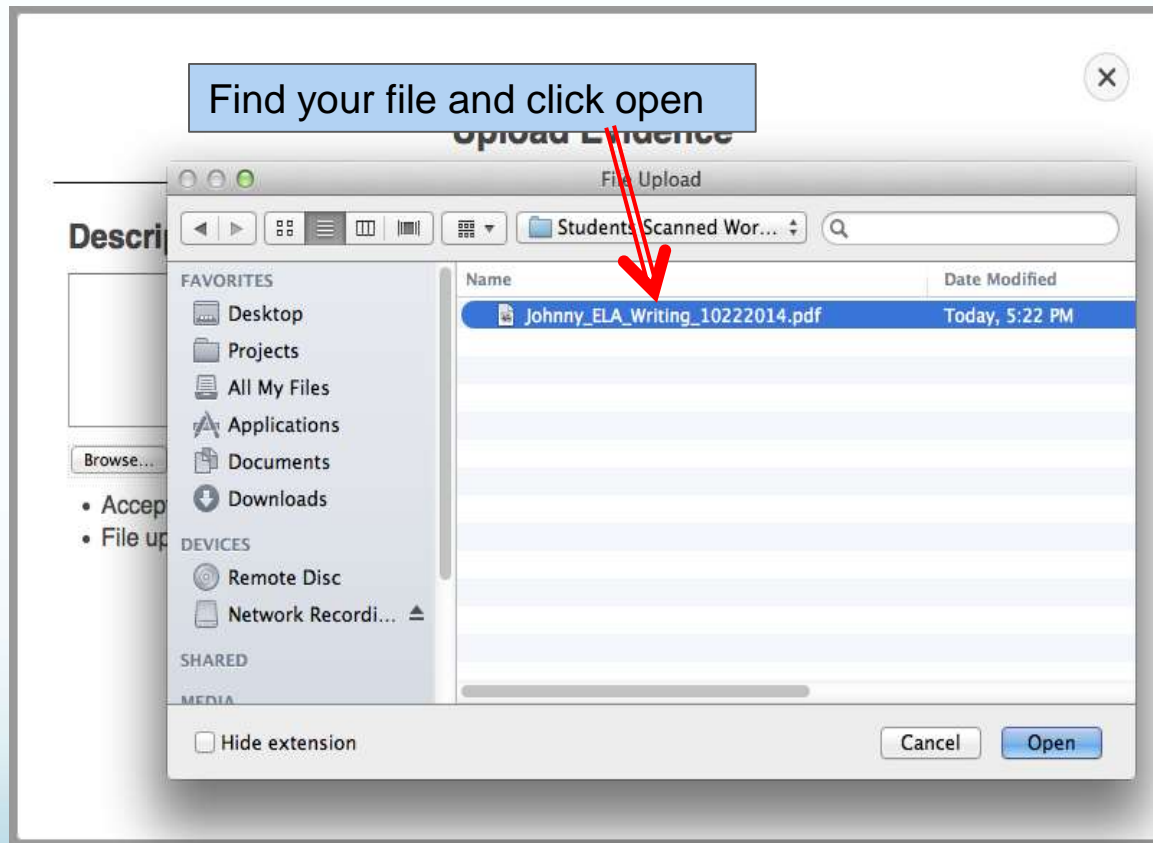
Next

Orion Kung ^

Henry1-4 / Section 1 / Item 2 of 5



# Upload Evidence – File Attachment



# Upload Evidence – File Attachment

**Description**

1. See attached file name

Browse... Johnny\_ELA\_Writing

2. Click **Attach File**

- Accepted files for upload: pdf, jpeg, png
- File upload maximum size is 10 MB

**Attach File**

# Upload Evidence – File Attachment

×

Upload Evidence

Description

Browse...

Johnny\_ELA\_Writ

- Accepted files for up
- File upload maximu

Attach File

Attach File

Confirmation of successful upload

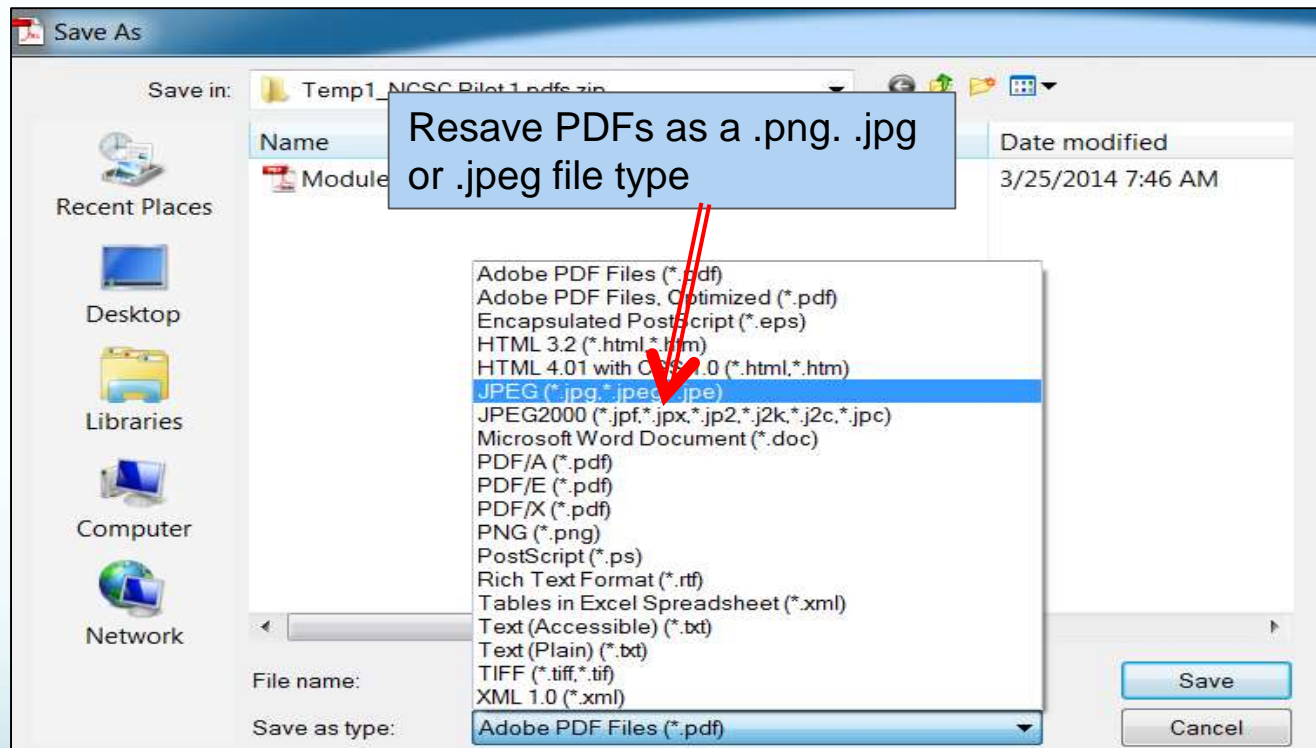
✓

The evidence selected has been successfully uploaded.

# Save PDF as .png .jpg or .jpeg

- PDFs will not be accepted by the System
- PDFs must be saved in the acceptable file format:
  - .png
  - .jpg or .jpeg

# Save PDF as .png .jpg or .jpeg



# Check for learning

- Two ways to upload student evidence
  - Webcam
  - Attach files
- You must be on the item within the online test to upload the evidence
- Only acceptable formats for upload are .png, .jpg or .jpeg
- PDFs are not accepted

# Module 9

Directions for Test Administration



# DTA= Directions for Test Administration

- Each portion of the Alternate Assessment comes with a document to help teachers prepare for administration
- Has general instructions for the type of assessment and instructions and materials specific to the form.
- TAs will be able to practice using the DTA when the practice site is up.
- There will a DTA specific training closer to the TA date.



# Module 10

After the Test



# Accommodations: After the Test

Demographics LCI Accommodations: Before Test SRC **Accommodations: After Test**

**Save** **Cancel**

Student's Primary IDEA Disability  
Hearing Impairment ▼

Is your student's primary language a language other than English?  
☐ No  
☒ Yes

Primary Language \*  
Spanish: Castilian ▼

Classroom Setting  
☒ Special school.  
☐ Regular school, self-contained special education classroom, some special inclusion (students go to art, music, PE) school day.  
☐ Regular school, primarily self-contained special education classroom, some academic inclusion (students go to some science, in addition to specials) but are in general education classes less than 40% of the school day).  
☐ Regular school, resource room/general education class, students receive resource room services, but are in general education classes.  
☐ Regular school, general education class inclusive/collaborative (students based in general education classes, special education services provided in general education classes) – at least 80% of the school day is spent in general education classes.

# Next Steps

March 9: Online Test Administrator Training, TAM, and User Guides are available

- Review the TAM and User Guides
- Complete the End of Module Quizzes
- Review modules as necessary
- Complete the Final Quiz

# NCSC Digital Resources



# NCSC Digital Resources

- OPI Alternate Page
  - [http://opi.mt.gov/curriculum/MontCAS/#gpm1\\_3](http://opi.mt.gov/curriculum/MontCAS/#gpm1_3)
- NCSC Public Site
  - [www.ncscpartners.org](http://www.ncscpartners.org)
- NCSC Wiki
  - [https://wiki.ncscpartners.org/index.php/Main\\_Page](https://wiki.ncscpartners.org/index.php/Main_Page)

# OPI Alternate Assessment Hub

- OPI Website
  - Featured Projects
  - Administration
  - Accessibility and Accommodations
  - Data and Results
  - Participation
  - Practice
  - Technology
  - Test Security
  - Training
  - Assessment Background
  - Montana Educator Involvement



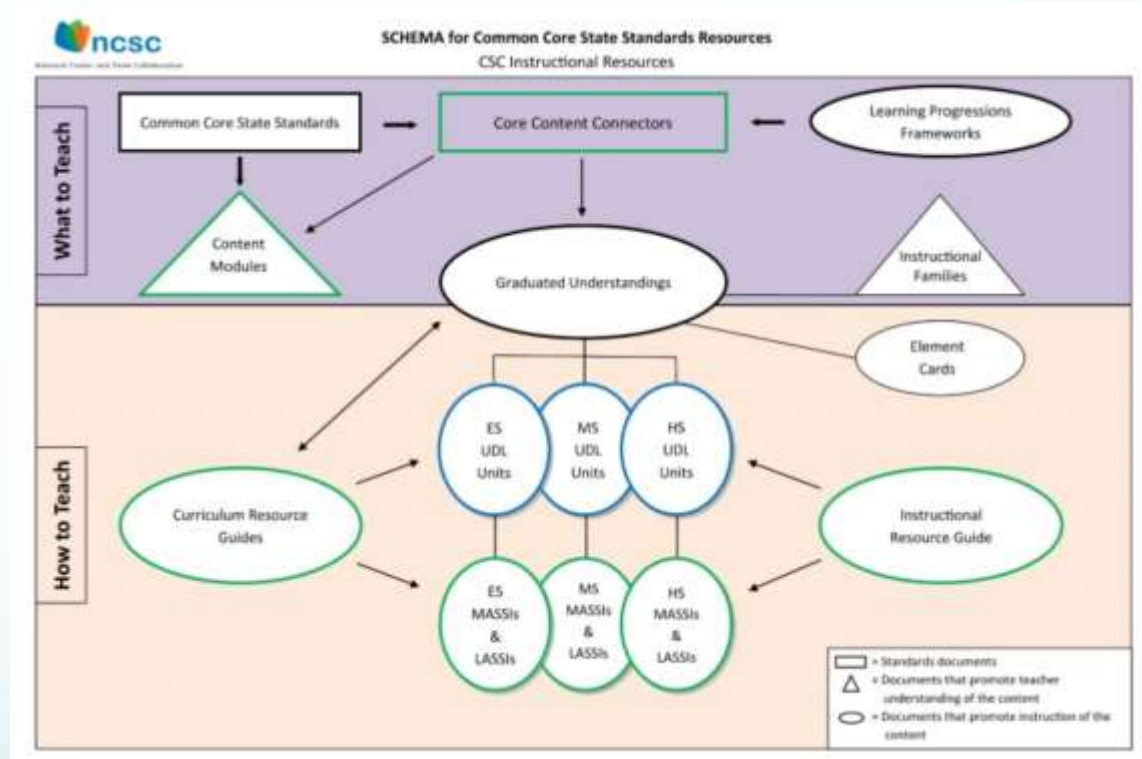
# NCSC Public Site

- Basic Project Information for the Public
- Multimedia
- Resources and Publications



# NCSC Wiki

- Curriculum Resources
- Instructional Resources
  - Formative and Interim Assessment





# Who to call with NCSC Questions?

- Yvonne Field, Assessment Specialist, OPI  
[yfield@mt.gov](mailto:yfield@mt.gov)  
406-444-0748
- Judy Snow, State Assessment Director, OPI  
[jsnow@mt.gov](mailto:jsnow@mt.gov)  
406-444-3656

# MontCAS Contacts

Ashley Makowski, Assessment Assistant  
406-444-3511 [amakowski@mt.gov](mailto:amakowski@mt.gov)

Yvonne Field, Assessment Specialist  
406-444-0748, [yfield@mt.gov](mailto:yfield@mt.gov)

Pam Birkeland, Special Projects  
[pbirkeland@mt.gov](mailto:pbirkeland@mt.gov)

Paula Schultz, Smarter Accommodations  
[pschultz2@mt.gov](mailto:pschultz2@mt.gov)

Judy Snow, State Assessment Director  
406-444-3656, [jsnow@mt.gov](mailto:jsnow@mt.gov)